

STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION # 910402-03

Sheet 1 of 1

SCHEDULE #: 91-0016

EFFECTIVE DATE: 05/31/91

Agency Code: 0900  
Agency: Georgia Building Authority  
Creating  
Office: Contracts Administration

Series  
Title/Dates: Resident Engineer Inspector Field Files (REI Files), 1950  
and continuing

Access: Open  
Class: Individual

Related To: On site review of constructing, improving, remodeling, and  
equipping of state facilities. Included are blueprints,  
change orders, encumbrance certifications, equipment  
specifications and catalogs, concrete strength reports,  
periodic status reports, inspection reports, time sheets,  
REI daily diary, and correspondence, and funding changes.  
Also, orders of condemnation, declaration of default, and  
claims for damages may be included.

Arrangement: Numerical by bond issue number or funding year, then by  
project number

Retention  
Requirement: Administrative: one (1) year  
Statute of limitations twenty (20) years (OCGA 9-3-23)

Media: Paper

Disposition  
Instructions: When project is closed (paid out), place in inactive file,  
Cut off inactive file as end of fiscal year,  
Hold in current files area one (1) year,  
Transfer to the State Records Center,  
Hold nineteen (19) years, then  
Destroy

This records retention plan gives the State Records Committee approved  
retention instructions for the named records series by the named creating  
office.

Edward Weldon  
Edward Weldon  
Secretary of State Designee

6-6-91  
Date